

## NWS Gainsharing Travel Savings Form

Employee Name: \_\_\_\_\_

Travel Authorization \_\_\_\_\_

Employee SSN: \_\_\_\_\_

Hotel/Motel: \_\_\_\_\_

SAVINGS COMPUTATION	1 <sup>st</sup> NIGHT	2 <sup>nd</sup> NIGHT	3 <sup>rd</sup> NIGHT	4 <sup>th</sup> NIGHT	5 <sup>th</sup> NIGHT	6 <sup>th</sup> NIGHT	7 <sup>th</sup> NIGHT
Day and Date							
1. Maximum Lodging Rate							
2. Minus Actual Cost							
3. Minus Excessive Transp							
4. Lodging Savings for NWS							
5. Contract Carrier Cost							
6. Actual Ticket Cost							
7. Airfare Savings							
8. Total Savings for NWS							
SAVINGS COMPUTATION	8 <sup>th</sup> NIGHT	9 <sup>th</sup> NIGHT	10 <sup>th</sup> NIGHT	11 <sup>th</sup> NIGHT	12 <sup>th</sup> NIGHT	13 <sup>th</sup> NIGHT	14 <sup>th</sup> NIGHT
Day and Date							
1. Maximum Lodging Rate							
2. Minus Actual Cost							
3. Minus Excessive Transp							
4. Lodging Savings for NWS							
5. Contract Carrier Cost							
6. Actual Ticket Cost							
7. Airfare Savings							
8. Total Savings for NWS							
SUMMARY DATA							<div style="margin-bottom: 20px;">Employee Signature _____ Date _____</div> <div>Approving Official Signature _____ Date _____</div>
9. Total Lodging Savings							
10. Total Airfare Savings							
11. Total Savings for NWS							
12. Award Amount to Employee							